



Welcome to use Turku University Library

General

Turku University Library includes the campus libraries Feeniks Library, Calonia Library, Educarium Library, Turku School of Economics Library, Quantum Library and Teutori Library as well as the EU Information Centre located in Educarium. In addition, the library provides outside of campus the Newspaper and Ephemera Services in Raisio and the Teacher Education Library in Rauma. Turku University Library services are also available in the Pori Science Library. These library rules apply to all Turku University libraries. The user of the library is committed to follow the library rules and the instructions concerning the services.

Turku University Library is an academic library open to everyone and the use of basic library services and resources is free of charge. For assigned services, such as information services and interlibrary services, a fee is charged in accordance with the pricelist of the library (<http://www.utu.fi/en/units/library/borrowrenewreserve/borrow/Pages/home.aspx>). The fees collected by the library are based on the Universities Act (558/2009) and on the Decree of the Council of State on the Fees Collected by Universities (1082/2009) and on the pricelist of the Turku University Library.

Usage rights and library card

Anybody with a Finnish postal address and a valid photo identification document can register as a library customer. When you register, you will receive a personal library card that is required for borrowing. You are responsible for items borrowed with your card and for keeping your contact information up to date. Notify the library immediately, if your card is lost or stolen in order to prevent its unauthorized use.

Customer register and privacy

The customer register of the library is only used for purposes required for the provision of library services. In accordance with the Personal Data Act (523/1999) everyone has a right to check his/her information in the register. The register details can be seen on the web pages of the library and at the library units.

Remember to keep your contact details up to date. You are responsible for any fees caused by inactive email or other address information in the customer register.

Library premises and devices

The library offers users a wide variety of learning and teaching spaces, storage spaces and devices. The library's computers are intended for the use of library services, studying and research purposes and for the use of licensed electronic resources.

For the storage of borrowed library materials there are lockers and book trolleys that can be borrowed. You are responsible for all material held in the locker and in the book trolley as well as for personal belongings brought onto library premises. The library is not responsible for any damage caused by internet connection errors or computer viruses transmitted to a customer's computer.

Treat other library users with respect and courtesy. If a customer causes disturbance to other users, s/he can be asked to leave. Improper conduct, including disturbing behaviour or appearing intoxicated may result in the temporary loss of usage rights (1 week – 6 months). The prohibition can be imposed by the Library Director or the Head of Library Services. Before the usage prohibition is put into effect, the views of the involved parties can be heard.

Use of printed materials

Borrowing

You may borrow and renew your loans as well as use library materials in accordance with the loan periods and regulations governing each material type.



The use of legal deposit collection material is allowed in accordance with the Act on Collecting and Preserving Cultural Materials (1433/2007). The university staff is entitled to borrow as personal loans items that are for in-library use only and may also keep the material in their offices at the university.

You must handle the library material with care and must not make any markings in them. You may make copies from library material within the limits of the Copyright Act (404/1961), photocopying license (http://www.kopiosto.fi/kopiosto/en_GB/) and Decree on Criteria for Charges Payable to the State (211/1992) without damaging the material.

You must return or renew library material issued to you by the due date. A fee is charged for any overdue, lost or damaged material and for invoicing according to the library's pricelist and invoicing regulations (<http://www.utu.fi/en/units/library/borrowrenewreserve/borrow/Pages/home.aspx>).

If the library material is not returned or renewed within 28 days of the due date or the unpaid fees exceed the permitted limit, the customer's borrowing rights will be suspended. The borrowing rights will be restored after the loans are returned and/or overdue fees are paid.

Interlibrary services and universal borrowing

Turku University Library intermediates customers interlibrary loans from other libraries. The standard operation procedures of the interlibrary services and regulations of the sending library are followed.

Through universal borrowing you can request material from the National Repository Library in Kuopio. Universal borrowing permits customers to order books and copies of articles from the National Repository Library ([http://www.utu.fi/en/units/library/borrowrenewreserve/borrow/Pages/Universal-Borrowing-\(the-loans-from-National-Repository-Library\).aspx](http://www.utu.fi/en/units/library/borrowrenewreserve/borrow/Pages/Universal-Borrowing-(the-loans-from-National-Repository-Library).aspx))

A fee is charged in line with the library's pricelist.

Use of electronic materials

Electronic resources can be used at any computer connected to the University of Turku network. University of Turku staff and students also have remote access to online materials with their UTU user identification.

The user must observe the terms of use and conditions concerning the information systems and the instructions given by the library regarding the use of the electronic resources. The terms and conditions for using electronic resources are set out in the license agreements. The usage terms are available on the library's website at <http://libguides.utu.fi/termsfuse>.

It is the responsibility of the customer to use electronic resources in accordance with the conditions of the license agreements and the Copyright Act. If the user fails to comply with the agreements regarding the use of electronic resources, s/he may be liable to pay for the damage caused and/or lose the usage rights of the library and the electronic materials.

The rules and regulations concerning the use of information systems are available on the website of the IT services of the University of Turku at <http://www.utu.fi/en/unit/university-services/it-services/Pages/home.aspx>.

More information

More information on using the library and the resources can be found on the library's website (<http://library.utu.fi>) and at the libraries.

Help us to develop library services

The library welcomes all customer feedback and takes it into consideration in developing its services. Give us feedback about the library and its services through the library website or in person at the libraries.